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P-CARD USER MANUAL

POSTED PENDING AND POSTED PENDING ADJUSTMENT PROCESSES

INTRODUCTION

There may be occasions when transactions will be posted at the bank, sent to SCO and uploaded to the P-Card application, but not yet verified and approved by month's end. The Posted Pending process allows the administrator to send those transactions to STARS even though they have not yet been verified and approved. The Posted Pending process is optional – it does not have to be run. Only the P-Card administrator has the authority to run (or "execute") the Posted Pending option in the P-Card application.

POSTED PENDING – UNDERSTANDING THE BASICS

The posted pending process will assist you with the reconciling the transactions that have been completed and posted to STARS during the month with the transactions shown on the monthly billing from the bank.

Once the Posted Pending process is executed, the P-Card application will search the database for all transactions that have not been "Verified" and "Approved". The application will then 'flag' those transactions as "Posted/Pending". Once this flag is set, Verifiers and Approvers cannot make any further coding changes on those transactions.

Posted Pending transactions will continue the same process as approved transactions and generate a batch to post to STARS. These transactions can then be verified and approved in the Create Post Pend Adjustments process.

EXECUTE POSTED PENDING

The P-Card administrator or user with administrator rights is the only user that can execute the Posted Pending process.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Administrator**.
4. Select **Posted Pending**.

Figure 1 - Posted Pending on the Administrator screen

The screenshot shows the Administrator screen with a navigation bar at the top containing 'Reports', 'App Menu', 'Statewide Acct', 'Logoff', 'Help', and a red 'Back' button. Below the navigation bar are two buttons: 'Master Admin' and 'Add User'. On the right side, the 'Posted Pending' button is circled in red. Below these buttons is a list of users with columns for 'Edit', 'Last', 'First', 'Middle', 'Email', 'Holder Active', 'Created', 'PCA/Index', and 'Agency'. The users listed are ADMIN, BARRATT, and BILBAO.

| Edit | Last | First | Middle | Email | Holder Active | Created | PCA/Index | Agency |
|------|---------|-------|--------|------------------------|-------------------------------------|-----------|-----------|--------|
| | ADMIN | SCO | | sco@sco.state.id.us | <input type="checkbox"/> | 3/28/2005 | | |
| | BARRATT | MARIA | D | mbarratt@dfm.idaho.gov | <input checked="" type="checkbox"/> | 4/20/2005 | 3001 | |
| | BILBAO | CAROL | | cbilbao@sco.idaho.gov | <input type="checkbox"/> | 7/7/2006 | | |

On the **Posted Pending Maintenance** screen are two options:

- Execute Posted Pending
- Roll Back Posted Pending

Figure 2 - Posted Pending Maintenance

The screenshot shows the 'Posted Pending Maintenance' screen. At the top is a navigation bar with 'Reports', 'App Menu', 'Statewide Acct', 'Logoff', 'Help', and a red 'Back' button. Below the navigation bar is the title 'Posted Pending Maintenance'. There are two radio button options: 'Execute Posted Pending' and 'Roll Back Posted Pending'. Below these options is an 'Execute' button. Further down are 'From Date' and 'To Date' fields with calendar icons. At the bottom, there is a log showing '7/15/2005 3:15:29 PM : 0 Adjustments Sent To STARS' and '0 Reverse Transactions To STARS'. To the right of the log is a 'BFY' label and a '2006' dropdown menu with a 'Change' button. At the very bottom is a blue button labeled 'Create Post Pend Adjustments'.

- Select one of the two options:
 - Select **Execute Posted Pending** to search the database for all transactions that have not been "Verified" and "Approved". The application will then flag those transactions as "Posted/Pending".
 - Select **Roll Back Posted Pending** to reverse the current day's Posted Pending transactions. A **Roll Back Posted Pending** must be done prior to the daily close - before the batch is sent to STARS.
- Define a date range by using the **From Date** and **To Date** calendars.

The date range used with the **Roll Back Posted Pending** function can give you a certain amount of control over Posted Pending transactions. For example, if you originally execute transactions dated from 6/27/2006 through 7/5/2006 and then determine that the transactions of July should remain in the P-Card application, you could roll back the transactions from 7/01/2006 through 7/5/2006. The June transaction would remain in the system-generated batch, while the July transactions would have the posted pending flag removed.

7. Click **Execute**.
8. Click **Yes** to continue the process.
9. Click **OK** when prompted that records were either marked as Posted Pending or Rolled Back.

USING P-CARD APPLICATION REPORTS

You can use the P-Card application reports to verify transactions and to reconcile P-Card application transactions with STARS without executing the Posted Pending process.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Reports** from the top menu bar.

Figure 3 - Reports tab

4. Select either **Posted Pending Report** or **Potential Posted Pending Report**.

POSTED PENDING REPORT OPTIONS

1. Define a date range by using the **Date From** and **Date To** calendars.
2. Select a method by which the report will sort the results:
 - User Name
 - Post Date
 - PCA
 - Vendor
 - Tran Date
 - P/P Date
 - IDX
 - Amount
3. Click one of the formats options to view the report:
 - PDF – portable document format usually opened in Adobe Reader or Acrobat.
 - TXT – plain text.
 - CSV – comma separated value (to use in MS Excel or database applications).
4. Save or open the report.

Figure 4 - Posted Pending report example

Figure 1: P-Card Posted Pending Report Example

STATE OF
IDAHO
U S A

P-Card Posted Pending

Agency: 340

Department of Parks and Recreation

Total: \$10,954.85

SortBy: User

From: 07/01/2006

To: 07/06/2006

| User Name | Post Date | P/P On Date | Ver | App | App | PCA/IDX | Grant | Ph | Proj | Ph | Amount |
|--------------------------------|-----------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|---------|--------|----|------|----|-----------|
| Vendor | Tran Date | Subobj | Dtl | | | | | | | | |
| Allred Kory | 7/3/2006 | 7/5/2006 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 21223 | | | | | \$8.19 |
| CLEARWEATER HYDRAULICS | 6/29/2006 | 5749 | | | | | | | | | |
| LEWISTON ID | | | | | | | | | | | |
| Allred Kory | 7/3/2006 | 7/5/2006 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 45208 | 2563NS | 00 | | | \$12.06 |
| CLEARWEATER HYDRAULICS | 6/29/2006 | 5749 | | | | | | | | | |
| LEWISTON ID | | | | | | | | | | | |
| Brashier Edward | 7/3/2006 | 7/5/2006 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23378 | 999999 | 99 | | | (\$30.98) |
| OFFICEMAX CT*IN#044578 800-264 | 6/29/2006 | 5410 | | | | | | | | | |
| -7370 IL | | | | | | | | | | | |
| Brown Craig | 7/3/2006 | 7/5/2006 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 21111 | | | | | \$7.95 |
| THE TAMRAK INC PRIEST LAKE ID | 7/1/2006 | 5705 | | | | | | | | | |
| Brown Craig | 7/3/2006 | 7/5/2006 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 21111 | | | | | \$224.66 |
| TAMRAK TRUEVALUEINC PRIEST | 7/1/2006 | 5710 | | | | | | | | | |
| LAKE ID | | | | | | | | | | | |

POTENTIAL POSTED PENDING REPORT OPTIONS

1. Define a date range by using the **Date From** and **Date To** calendars.
2. Select a method by which the report will sort the results:
 - User Name
 - Posted Date
 - Trans Date
 - TM #
3. Click one of the formats options to view the report:
 - PDF – portable document format usually opened in Adobe Reader or Acrobat.
 - TXT – plain text.
 - CSV – comma separated value (to use in MS Excel or database applications).
4. Save or open the report.

Figure 5 - Potential Posted Pending report example

| Potential Posted Pending Report | | | | | | | | | | | |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------|-----------------------|-------|-------|-------|-----------------------|------------|
| Sort by: Name | | | | Agency: 320 | | Department of Lands | | | | | |
| | | | | From: 07/01/2006 | | To: 08/31/2006 | | | | | |
| User | Ve | Lvl1 | Lvl2 | Appr | Posted Date | Trans Date | PCA | Index | TM# | Vendor | Tran Amt |
| Wheeler Delores | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/21/2006 | 7/19/200 | 41020 | | 26088 | OFFICEMAXCT*IN#40048 | \$55.08 |
| Wheeler Delores | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/27/2006 | 7/25/200 | 11482 | | 0 | OFFICEMAXCT*IN#49218 | \$76.27 |
| WHITE MONTE | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7/14/2006 | 7/13/200 | 43089 | | 26047 | MONTYS MOTEL GRANGEVI | \$45.00 |
| WHITE MONTE | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7/17/2006 | 7/14/200 | 72001 | | 26047 | BEST WESTERN BUTTE MT | \$67.41 |
| WHITE MONTE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/24/2006 | 7/22/200 | 43089 | | 0 | DOWNTOWNER.MOTEL DE | \$53.50 |
| WIGGINS WINSTON | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/21/2006 | 7/20/200 | 11482 | | 26090 | ALASKA A 027213606101 | (\$106.30) |
| WILDES ANNA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/24/2006 | 7/19/200 | 21412 | | 0 | KARL TYLER MOTORS MOS | \$27.09 |
| WILDES ANNA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7/20/2006 | 7/19/200 | 71412 | | 26166 | VERIZON WIRELESS FOLS | \$61.78 |

POSTED PENDING ADJUSTMENTS

Posted Pending transactions still need to be verified and approved in the same manner as regular P-Card transactions. Posted Pending transactions can also be split and the default codes can be changed.

The P-Card administrator has the final approval and will create “Post Pend Adjustments”.

CAUTION: Do not process adjustments until after you have paid the bank.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Administrator**.

4. Select **Posted Pending**.
5. Define a date range by using the **From Date** and **To Date** calendars.
6. Click **Create Post Pend Adjustments**.

Figure 6 - Create Post Pend Adjustments

Reports App Menu Statewide Acct Logoff Help Back

Posted Pending Maintenance

☐ Execute Posted Pending ☐ Roll Back Posted Pending

Execute

From Date: To Date:

7/15/2005 3:15:29 PM :
0 Adjustments Sent To STARS
0 Reverse Transactions To STARS

BFY
2006 Change

Create Post Pend Adjustments

When you create Post Pending adjustments, the P-Card application will search the database for transactions posted to STARS that are in the Posted Pending process. The P-Card application will display how many adjustments are processed and batched to STARS. The P-Card application will process the transactions to be reversed and reposted.

When transactions are first processed as posted pending, the application will:

1. Generate TC 228 or TC 235 to post the expenditure and establish a liability in the GL 2105 account. After the post pended entries are made, your liability account should reconcile with your Wells Fargo statement for the month.
2. The payment to Wells Fargo is made with a TC 28Z. The TC 28Z will debit the liability in the GL 2105 account and credit cash. The GL 2105 liability account should now have a zero balance.
3. Transactions, adjustments and reversals will use the POSTPEND0-00 vendor when a STARS vendor is not supplied.

After you have paid the bank for the month, the P-Card administrator can then proceed with the Posted Pending Adjustment process.

If you process the adjustments *before* you pay the bank and a fund or grant is subsequently modified, you risk having your GL accounts out of balance.

Posted Pending Adjustments will post to STARS with 27A, 27B, 27C and 27C Reversal transaction codes. These entries will post as follows:

Posted/Pending Original Entries Reverse

Dr Cash
Cr Expenditure

Posted/Pending Adjustments

Dr Expenditure
Cr Cash

Neither the reversal nor the adjustment will post to the GL 2105 liability account, so if processed in the proper order, your liability account will remain in balance and the reversal and adjustment will offset in the Cash account.